

**CITY OF IDAHO FALLS, IDAHO
COUNCIL MEETING AGENDA
REGULAR MEETING**

Thursday, March 27, 2014

7:30 p.m.

**COUNCIL CHAMBERS
680 PARK AVENUE**

The Mayor, City Council, and Staff welcome you to tonight's meeting. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided following the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item; therefore, the Mayor may exercise discretion in deciding if and when to allow public comment during the course of the proceedings and limitations may be placed on the time allowed for comments. Citizens wishing to comment on business that is not on the agenda will be provided the opportunity to do so as provided in Item Number 3. Please note that City of Idaho Falls Council Meetings are live streamed at www.idahofallsidaho.gov and archived. Thank you for your interest in City Government.

1. **Call to Order and Roll Call.**
2. **Pledge of Allegiance.**
3. **Public Comment and Mayor's Response Time (Limit 15 Minutes):** *For members of the Public to speak to the Council regarding matters NOT on the Agenda, not currently pending before the Planning Commission or Board of Adjustment; not the subject of a pending enforcement action; and not relative to a City personnel matter. Please state your name and address for the record and please limit remarks to three (3) minutes. Mayor and/or staff will respond to comments from previous meeting.*
4. **CONSENT AGENDA:** Any item will be removed from the Consent Agenda at the request of any member of the Council and that item will be considered separately later. Approval by roll call vote:
 - a. Items from the City Clerk:
 1. Approval of Minutes from the March 10, 2014 Council Work Session, the March 13, 2014 Regular Council Meeting, and the March 14, 2014 Training/Orientation Meeting.
 2. Approval of License Applications, all carrying the required approvals.
 3. Council ratification for the publication of legal notices calling for public hearings on March 27, 2014.
 - b. Items from the Public Works Director:
 1. Request for authorization to advertise to receive bids for the Elva Street Storm Drain Replacement, Yellowstone Avenue to Railroad Project.
 2. Request for authorization to advertise to receive bids for the ADA Improvements on Yellowstone Avenue and Holmes Avenue (Fiscal Year 2015 44 ADA Ramps, Idaho Falls) Project.

3. Request for authorization to advertise to receive bids for the South Tourist Park Overlay Project.

c. Item from the Idaho Falls Power Director:

1. Request for authorization to prequalify potential bidders for work associated with fabrication of new runners and appurtenances at the Old Lower Plant. This project is a subset of the Old Lower Plant Upgrade and Rewind Project in the Capital Improvement Plan and in the Fiscal Year 2014 Budget.

ACTION: To approve all items on the Consent Agenda according to the recommendations presented.

5. **REGULAR AGENDA:**

A. **Public Works Director:**

1. **Tabulation and Award of Bid for Sunnyside Park Tennis Court Resurfacing:** On March 19, 2014, bids were received and opened for Sunnyside Park Tennis Court Resurfacing Project. A tabulation of the bid results is attached.

ACTION: To approve the plans and specifications for the Sunnyside Park Tennis Court Resurfacing Project; award to the lowest responsive, responsible bidder, Courts Unlimited in the amount of \$21,743.00; and give authorization for the Mayor and City Clerk to execute the necessary contract documents (or take other action deemed appropriate).

2. **Tabulation and Award of Bid for Water Service Replacements – Bower Drive, 16th Street to 12th Street:** On March 19, 2014, bids were received and opened for Water Service Replacements – Bower Drive, 16th Street to 12th Street Project. A tabulation of the bid results is attached.

ACTION: To approve the plans and specifications for the Water Service Replacements – Bower Drive, 16th Street to 12th Street Project; award to the lowest responsive, responsible bidder, 3H Construction, LLC in the amount of \$71,120.00; and, give authorization for the Mayor and City Clerk to execute the necessary contract documents (or take other action deemed appropriate).

3. **Tabulation and Award of Bid for Seal Coats – 2014 Project:** On March 19, 2014, bids were received for Seal Coats – 2014 Project. A tabulation of the bid results is attached.

ACTION: To approve the plans and specifications for the Seal Coats – 2014 Project; award the bid to the lowest responsive, responsible bidder, HK Contractors, Inc. in the amount of \$150,216.16; and, give authorization for the Mayor and City Clerk to execute the necessary contract documents (or take other action deemed appropriate).

4. **Amendment to Variable Frequency Drive Feasibility Study (Task 7) with Murray, Smith and Associates:** This is a proposed Amendment to the existing Agreement with Murray, Smith and Associates, Inc. for a not-to-exceed amount of \$58,050.00. This Amendment covers final design activities associated with upgrading booster pumps at Well 15 with variable frequency drives. The City Attorney has reviewed the original Agreement.

ACTION: To approve the Amendment to the existing Agreement with Murray, Smith and Associates, Inc. for a not-to-exceed amount of \$58,050.00, and give authorization for the Mayor and City Clerk to execute the necessary documents (or take other action deemed appropriate).

5. **Idaho Transportation Department State/Local Agreement – School Vicinity ADA Ramps, Idaho Falls Project:** This is a State/Local Agreement with the Idaho Transportation Department and accompanying Resolution with respect to the School Vicinity ADA Ramps Project. This agreement requires City financial or in-kind contribution towards the entire project at a match rate of 7.36% for an estimated total of \$21,400.00. This Agreement has been reviewed by the City Attorney.

ACTION: To adopt the Resolution providing for the Idaho Transportation Department State/Local Agreement for the School Vicinity ADA Ramps, Idaho Falls Project, approve the Agreement, and give authorization for the Mayor and City Clerk to execute the necessary documents (or take other action deemed appropriate).

B. Municipal Services Director:

1. **Tabulation and Award of Bid for Bid No. IF-14-11, New 2014 or Newer Cab and Chassis (Only) for Use as a Sewer Sludge Truck:** This is a bid for a New 2014 or Newer Cab and Chassis (Only) for Use as a Sewer Sludge Truck in the Public Works Division. It is the recommendation of the Municipal Services Division and the Public Works Division to accept the low bid.

ACTION: To accept the low bid of Rush Truck Center to furnish a New 2015 International Model No. 7400 6 X 4 Cab and Chassis (Only) for a total amount of \$44,800.00 with Trade-In Unit No. 1154 (or take other action deemed appropriate).

2. **Tabulation and Award of Bid for Bid IF-14-15, Traffic Striping Paint:** This is a bid for Traffic Striping Paint for use by the Signing and Striping Department with the Public Works Division. It is the recommendation of the Municipal Services Division and the Public Works Division to accept the low bid.

ACTION: To accept the sole low bid of Ennis Paint to furnish the required Traffic Striping Paint for a lump sum total amount of \$56,495.00 (or take other action deemed appropriate).

3. **CenturyLink Airport Parking Lot Lease Agreement:** This is a proposed Lease Agreement between the City of Idaho Falls and CenturyLink for City-owned property located at 1820 International Way. The City Attorney has prepared and approved the Lease Agreement. It is not anticipated that the property will be needed for public purpose during the term of this Agreement.

ACTION: To approve the Lease Agreement between the City of Idaho Falls and CenturyLink for City-owned property located at 1820 International Way and give authorization for the Mayor and City Clerk to execute the necessary documents (or take other action deemed appropriate).

4. **Highland Park Property Donation:** This is a proposed Quitclaim Deed from Park Village Development Company and AEI, LLC, for a donation of property located in the Highland Park Addition. Said Agreement has been prepared and approved by the City Attorney.

ACTION: To approve the Quitclaim Deed from Park Village Development Company and AEI, LLC accepting the donation of property located in the Highland Park Addition (or take other action deemed appropriate).

5. **INSURSERV PROPERTIES, LLC Parking Lot Lease Agreement:** This is a proposed Lease Agreement between the City of Idaho Falls and INSURSERV PROPERTIES, LLC for City-owned property located at 1465 North Skyline Drive (Activity Center). The City Attorney has prepared and approved the Lease Agreement. It is not anticipated that the property will be needed for public purpose during the term of this Agreement.

ACTION: To approve the Lease Agreement between the City of Idaho Falls and INSURSERV PROPERTIES, LLC for City-owned property located at 1465 North Skyline Drive (Activity Center) and give authorization for the Mayor and City Clerk to execute the necessary documents (or take other action deemed appropriate).

6. **Tabulation and Award of Bid for Bid IF-14-06, Furnishing and Installing a Comprehensive Radio Frequency Identification (RFID) System:** City Council awarded Section I and Section II of the subject bid on December 19, 2013 to Tech Logic Corporation. Following the award of said bid, it was determined that the vendor did not include all of the computer equipment in the bid totals. It is the recommendation of the Municipal Services Division and the Library to reject the bid from Tech Logic Corporation and award to the next lowest responsive, responsible bidder.

ACTION: To reject the bid from Tech Logic for Section I and Section II for the Radio Frequency Identification (RFID) System; to award the bid for Section I (In Desk Checkout Stations) to Sirsi Corporation in the amount of \$39,115.50; and, to award the bid for Section II (Self-Contained Stand-Alone Stations) to 3M Library Systems in the amount of \$25,838.00 (or take other action deemed appropriate).

C. **Idaho Falls Power Director:**

1. **Tabulation and Award of Bid for the 2014 Underground Conductor Project:** Over the past several years, Idaho Falls Power has been working to replace direct bury cable in areas where frequent outages have been experienced. This year, approximately 12,757 feet of conduit and new cable will be placed in the Coachman, Hartert, and Vega Circle Subdivisions. This project is in the Capital Improvement Plan and in the Fiscal Year 2014 Budget.

ACTION: To approve the plans and specifications for the 2014 Underground Conductor Project; to accept the low bid provided by K/M Service Company for the base bid amount of \$142,750.83; and, give authorization for the Mayor and City Clerk to execute the necessary contract documents (or take other action deemed appropriate).

2. **Tabulation and Award of Bid for Old Lower Plant Stop Log Construction Project:** Stop logs are steel structures used in the dewatering of the Old Lower Power Plant to facilitate upgrades at the Old Lower Power Plant. This project is a subset of the Old Lower Plant Upgrade and Rewind Project in the Capital Improvement Plan and in the Fiscal Year 2014 Budget.

ACTION: To approve the plans and specifications for the Old Lower Plant Stop Log Construction Project; to accept the low bid submitted by Intermountain Erectors for the base bid amount of \$125,848.00; and give authorization for the Mayor and City Clerk to execute the necessary contract documents (or take other action deemed appropriate).

3. **Tabulation and Award of Bid for Phase 2 of the Parking Lot Resurface Project:** This project involves resurfacing approximately half of the parking lot/yard at the Idaho Falls Administration Building. The project is in the Capital Improvement Plan and in the Fiscal Year 2014 Budget. Phase 1 was completed in 2013.

ACTION: To approve the plans and specifications for Phase 2 of the Parking Lot Resurface Project; to accept the low bid submitted by HK Contractors, Inc. for the base bid amount of \$70,982.60; and give authorization for the Mayor and City Clerk to execute the necessary contract documents (or take other action deemed appropriate).

D. **Human Resources Director:**

1. **Adoption of Updated Personnel Policy:** The updated Personnel Policy improves the alignment of personnel policies with City practices, federal and local laws. This updated Personnel Policy has been reviewed with legal counsel.

ACTION: To adopt the Updated Personnel Policy as recommended.

6. **Public Hearing – Annexation with Initial Zoning of RMH, Final Plat, Annexation Agreement, Conditional Use Permit and Reasoned Statement of Relevant Criteria and Standards – Yellowstone RV Park:** This is a request for annexation with initial zoning of RMH, Final Plat, Conditional Use Permit, Annexation Agreement, Annexation Ordinance, and Reasoned Statement of Relevant Criteria and Standards for Yellowstone RV Park. The property is located south and adjacent to Yellowstone Highway and west of Woodruff Avenue. The Planning Commission considered this request at its September 17, 2013 Meeting and recommended approval with the conditions that the site plan be modified to better accommodate parking in the southeast corner of the site, to show the office building in compliance with setback requirements, and to modify the plat to include a 15-foot wide easement along the northern property boundary. These changes have all been made to the plans. Since the Planning Commission Meeting, the Idaho Transportation Department has submitted a letter to staff referencing their concerns about the proposed access to the site. Their letter is included with this memorandum.

ACTION: Conduct the public hearing for the annexation, with the following recommendations, in sequential order:

a. To approve the Annexation Agreement for Yellowstone RV Park and, further, give authorization for the Mayor and City Clerk to execute the documents.

- b. To approve the Ordinance under the suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary, or consider the Ordinance on the first reading and that it be read by title, or reject the Ordinance, or take such other action deemed appropriate.
- c. To establish the initial zoning for Yellowstone RV Park as RMH (Residential Mobile Home) as presented, that the comprehensive plan be amended to include the area annexed herewith, and that the City Planner be instructed to reflect said annexation, zoning and amendment to the comprehensive plan on the comprehensive plan and zoning maps located in the Planning Office.
- d. To accept the Final Plat entitled Yellowstone RV Park and give authorization for the Mayor, City Engineer, and City Clerk to sign said Final Plat.
- e. To approve the Conditional Use Permit for a travel trailer court which is in compliance with all requirements of the Zoning Ordinance, on the condition that the applicant can obtain all necessary permits from the Idaho Transportation Department.
- f. To approve the Reasoned Statement of Relevant Criteria and Standards for Yellowstone RV Park and give authorization for the Mayor to execute the necessary documents, or take other action deemed appropriate.

7. Fiscal Year 2014 Community Development Block Grant Project and Activities Applications: Attached is a list of projects and activities submitted by application for Fiscal Year 2014 Community Development Block Grant (CDBG) funding totaling \$477,431.95, including administration costs. This year's grant allocation from Housing and Urban Development (HUD) is \$342,373.00, a 5.27% decrease in funding from Fiscal Year 2013. This public hearing will provide applicants the opportunity to provide a brief explanation of their projects. A 30-day public comment period will start on March 28, 2014, and end on April 27, 2014. Although the public hearing and comment period were conducted previously, because HUD extended the deadline for submittal of Annual Action Plans pending allocation of grant funding, the hearing and comment period must be redone.

ACTION: No action required at this time.

Motion to Adjourn.

If you need communication aids or services or other physical accommodations to participate or access this meeting or program of the City of Idaho Falls, you may contact City Clerk Rosemarie Anderson at Telephone Number 612-8414 or the ADA Coordinator Lisa Farris at Telephone Number 612-8323 as soon as possible and they will make every effort to adequately meet your needs.